



## DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 1.6.2	Subject: <b>RESEARCH AND EVALUATION UNIT ACTIVITIES</b>
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 6: Information Systems and Research	Revision Date:
Signature: /s/ by Director 8/20/96	Effective Date: Dec. 1, 1996

### **I. POLICY:**

It is the policy of the Montana Department of Corrections to support, advise and conduct program research and evaluation activities, and to provide public information concerning Department programs as requested.

### **II. AUTHORITY:**

53-1-201, MCA. Purpose of the Department of Corrections

53-1-203, MCA. Duties of the Department of Corrections

DOC 1.1.3. Organization and Responsibility

DOC 1.6.1. Research and Evaluation

### **III. DEFINITIONS:**

None.

### **IV. PROCEDURES:**

The Research and Evaluation Unit of the Administrative Services Division is responsible for oversight and implementation of this policy. Specific responsibilities of the Unit are to:

- 1) Conduct analyses of the research and data needs of the Department;

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- 2) Design appropriate program monitoring and evaluation methods, measures and forms in consultation with corrections program managers and staff;
- 3) Support and advise development of consistent and accurate data collection systems at the program level;
- 4) Provide guidance, as needed, to program staff and managers to assist program monitoring, evaluation and data collection activities;
- 5) Create and maintain automated databases to support program monitoring and evaluation activities;
- 6) Provide Department staff with pertinent and current program and other corrections information, data analyses and reports; and,
- 7) Provide appropriate responses to public requests for information.

## **V. CLOSING:**

Questions concerning this policy shall be directed to the Administrator of the Administrative Services Division.